



Test Center Intake Form Instructions – Idaho SAT® School Day



Welcome to the Idaho SAT School Day! The College Board looks forward to working with you to make the **April 18, 2012** Idaho SAT School Day test day a success.

The **Test Center Intake Form** is the first step in the Idaho SAT School Day implementation. Every school with students participating in the Idaho SAT School Day, even if your school will not be an SAT Test Center on **April 18, 2012** must complete and return the form to your high school's SAT point-of-contact by no later than **September 30, 2011**. This intake form will ensure that appropriate delivery of the Online Course Welcome kit containing login and access information is appropriately delivered in **October**.

The form is organized into different sections to facilitate navigation.

Section A: School Code (columns A and B)

- ❖ Each school must have a College Board School code to participate in the Idaho SAT School Day. This School Code will be used by the SAT Program to send materials, identify and match students to their current attending institution (high school), and by the Idaho State Department of Education to help track participating and results.
- ❖ Your school may already have a College Board School Code and in those instances they have been included.
- ❖ Please leave column B blank if your school does not have a School Code. The SAT Program will assign you one.

Section B: School Information (columns D - H)

- ❖ Each school must complete the school information section identifying the school address.
- ❖ Please choose the appropriate school type from the drop down menu provided.
- ❖ For those fields which have been pre-populated, please carefully review for accuracy and completeness.

Section C: Designated Personnel (columns I - X)

- ❖ Each school must complete the Designated Personnel section identifying the following key personnel*:
 - ❖ Principal
 - ❖ The SAT Point of Contact - please appoint a contact who will serve as the liaison for the Idaho SAT School Day implementation
 - ❖ The Registration Coordinator - responsible for overseeing registration
 - ❖ The SSD Coordinator - responsible for facilitating the application for and administration of approved accommodations



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The Online Course Coordinator - responsible for distributing information to students and encouraging Online Course use. **Special note: Where there are individuals serving multiple roles, please copy and paste names and contact information in the appropriate fields so that we are clear on the roles they will serve. This will help ensure appropriate communications and updates.*

Section D: Testing Cohort (columns Y and Z)

- ❖ Each school must complete the Testing Cohort section to identify the anticipated number of students testing on April 18, 2012.

Section E: Test Center Assignment (columns AA - AF)

- ❖ Each school must complete columns AA and AB to alert the College Board about the school's status as a Test Center.
- ❖ If your school is not going to be a Test Center, your form is complete; however it is the intent of the Idaho SAT School Day that all high schools in Idaho serve as a test site.
- ❖ If your school is going to be a Test Center you must also complete columns AC - AF.
- ❖ Test Center Supervisor - responsible for the administration of the Idaho SAT School Day at his/her location including receiving and storing test center materials, training of all test administration staff (e.g., Associate Test Center Supervisors, Proctors, Hall Monitors), and sending materials back following test administration.